

Perform Air International Inc.
Administrative System Manual
Section III
Procedure III.13: Requesting Time Off Procedure

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-Release
1	04/30/2011	Removal of 5.2. Repagination of 4.0 thru 6.1.
2	05/31/2013	Removal of 4.3 thru 4.3.2, 5.1.5 and 5.1.6. Addition of 5.1.4.1, 5.1.4.2 and 5.1.6. Repagination of 5.1.5 thru 5.1.6. Revision to 2.0, 3.0, 5.1, 5.1.2, 5.1.3, 5.1.5, 5.2.1, 5.2.2 and 5.2.3 for grammar and clarification of procedure.
3	07/01/2013	Pagination of 3.1 thru 3.2 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
4	01/30/2016	Revision to Header. Addition of 3.3. Revision to 3.2 and 5.2.2 for clarification of procedure.
5	01/31/2019	Revision to 5.1.5 to clarify HR payroll function.
6	10/31/2021	Revision throughout to clarify new electronic function.
7	05/22/2025	Revision to 5.1.4 and Removal of 6.2
8	09/19/2025	5.1.1 and 6.1

1.0 Purpose:

To ensure repair station production is not adversely affected by employee absences, as well as ensure employee absences are documented.

2.0 Scope:

All employees are required to submit an electronic Time Away Request.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Human Resources Department.
- 3.2** It is the responsibility of the employee to initiate the Time Away Request from work for future dates and to ensure management has approved the request.
- 3.3** It is the responsibility of the Human Resources Department to initiate the Time Away Request from work when an employee calls in sick. The Human Resources Department will ensure implementation of this procedure.

4.0 Definitions: No Definitions Required.

5.0 Procedure:

5.1 To request time off for future dates:

5.1.1 The employee submits an electronic request via the Time Away application located *in the Perform Air electronic system*.

5.1.1.1 Employees must submit vacation requests via the Time Away application no later than 14 calendar days prior to the requested date. Exceptions can be made at the discretion of management

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and entered into the Time Away system by the manager, supervisor or Human Resources.

5.1.1.2 Employees must submit sick time (i.e. doctor appointments) no later than 1 calendar day prior to requested date. If an employee unexpectedly needs to leave work early, they must first communicate this to their supervisor or manager so they may enter the time away request into the system. In the event the manager or supervisor is not available the Human Resources department may also enter time away request.

5.1.2 The employee fills in all applicable information for the Requested Time Away.

5.1.3 The request is electronically submitted to the employee's supervisor / manager for approval or denial as well as copied to department manager/director.

5.1.3.1 If the time off is denied, the supervisor or manager will notify the employee electronically via the Time Away application. This will send the employee an email notifying them the time was not approved.

5.1.3.2 If the time off is approved, the supervisor or manager will notify the employee electronically via the Time Away application. This will send the employee an email notifying them the time was approved.

5.1.4 Human Resources will generate a report for the payroll period to enter the information into the time keeping system for payroll.

5.1.4.1 **Hours that have not been accrued cannot be taken.** There will be no borrowed time against the system except at the discretion of the company president.

5.2 To call-in sick:

5.2.1 If calling before business hours, the employee must call in to the main number and leave a message for the Human Resources Department. The immediate supervisor will be notified upon hearing the message via the electronic notification through the Time Away application. If calling during business hours, the employee shall speak to their supervisor or

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manager. The supervisor or manager then must inform Human Resources of any call outs so they may be entered into the Time Away application. If the supervisor or manager is not available, the employee can request to speak to the Human Resources Department.

5.2.2 Once notified, the Human Resources Department will initiate the Time Away Request from work form per this procedure.

5.2.3 In some instances, after an absence of three days or more, a doctor's release may be required. The Human Resources Department will notify the employee if this is the case, and the employee may not return to work until a release is received from the doctor.

6.0 Records:

6.1 *Digital Form stored via Perform Air Electronic System.*